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20 JUL 1983

MEMORANDUM FOR: Deputy Director for Administration

FROM:

Director of Information Services

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SUBJECT: OIS Weekly Report (13-19 July 1983)

Office of the Director

The Deputy Director of Information Services and Chief, Records Management Division attended the first meeting of the Executive Information Systems Working Group of the Information Systems Board. The session was exploratory in nature with members of the group exchanging views on approaches that might be taken in identifying systems which would be useful to senior Agency managers. It was decided that initially the group would review management support programs already under way in the Agency and tasked the Chief, Systems Development Division, Office of Data Processing (ODP) with providing a briefing at a future date on some ongoing ODP projects.

Classification Review Division

* The first increment of 184 documents in the CBS/Westmoreland case will be delivered on 20 July to the Information Review Officer/DI who will forward them to the Office of General Counsel for use in the meeting with CBS lawyers on 21 July. This delivery represents 109 out of the 232 documents CIA received from CBS, and 75 out of the 280 documents found in DI files as a result of the CBS right of discovery subpoena. They include all documents which can be released in toto to the litigants in the case. The remaining documents from these two sources are being sanitized for later release.

CRD reviewed three manuscripts (331 pages) for PRB, 11 Summaries of Agency Employment (15 pages), and one miscellaneous document (185 pages).

Records Management Division

Chief, Information Technology Branch provided a briefing on the progress of the TRIS development to three representatives from ODP: Acting Chief, Applications Group; Chief, Systems Support Division; and Deputy Chief, Systems Development Division. Discussion during the meeting resulted in ODP personnel agreeing with the current approach to the development of TRIS, inquiring if current personnel plans will be adequate, and suggesting that ODP might be able to provide additional manpower to the project in the near future.

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Chief, Records Systems Branch gave a presentation on the Agency's Records Management Program to a conference of the Production Group, Office of Imagery Analysis/DI. It included a tour of the Agency Archives and Records Center (AARC) where a demonstration was given on how requests for material are received through RAMS and processed by AARC personnel. Topics of particular interest to the group included the role of the component records management officer, the identification of files with their disposition instructions as part of the Headquarters records review, and the saving of office space by depositing records in AARC.

Three RMD staff members attended the DI sponsored "Brown Bag Seminar" on 13 July concerning ODP's Strategic Plan. The speaker for the seminar was the Director of Data Processing who described ODP's primary goal as providing services to all employees to enhance productivity and to improve the effectiveness of their performance. ODP plans to be more creative, to serve as a catalyst and leader in the introduction of advanced handling systems into the Agency, to provide more decentralized user support, and to have more interaction with system users.

Personnel of the AARC processed 107 boxes of material from NSC during this period, bringing the total of NSC material to 376 cubic feet. They also made four special runs to Headquarters servicing requests from the Office of Personnel and the DO.

Regulations Control Division

RCD completed 71 major actions on regulatory issuances including the processing of 14 new and revised issuances, negotiations involving 18 issuances, preparation of eight issuances for P&PD, and the publication of three issuances. Two Employee Bulletins of general interest were published; one announcing the fifth annual DCI Exceptional Intelligence Analyst Program, and another one covering the current membership of the Board of Trustees of the Voluntary Investment Plan and the recent developments in the plan.

Information and Privacy Division

A separate report is attached.



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Attachment:

As stated

OIS/EXO/  (20 Jul 83)

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